

## MINUTE RECORD

MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY (MDCH/ODCP) STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)	
WORKGROUP NAME:	State Epidemiology Workgroup (SEW)
CLUSTER NUMBER:	N/A
DATE:	Wednesday, March 28, 2008
TIME:	9:45 – 10:45 a.m.
LOCATION:	SOM General Office Building, Dimondale
CO-LEADERS:	Corrine Miller
RECORDER:	Brenda Stoneburner

### INTENDED MEETING OUTCOME

1. Update on items from previous meeting and determine future direction
2. Determine mechanism for prioritizing data ranking process

### KEY POINTS – DRAFT SUMMARY (NOT REVIEWED BY WORK GROUP)

THIS SECTION IS THE NARRATIVE OF YOUR MEETING. PLEASE DESCRIBE IN DETAIL WHAT HAPPENED DURING THE MEETING AND THE KEY POINTS ADDRESSED. REMEMBER, THESE NOTES ARE A COMMUNICATION TOOL. PLEASE MAKE SURE OTHERS NOT AT THE MEETING CAN GET A CLEAR SENSE OF WHAT OCCURRED.

Welcome and introductions. Reviewed and approved March 5, 2008 meeting minutes (moved by M. Hanson; seconded by J. Hoepfner) as well as agenda for this meeting.

#### Update on Items from Previous Meeting:

- BRFs additional data: Based on question from previous meeting, L. Cameron was able to get information from MSU Institute for Public Policy and Social Research (item dates March 24, 2008 send previously to SEW) on costs associated with adding items to the BRFs. Information presented was on cost per county. Many SEW members identified they had been able to obtain information for less cost, which they found just as helpful. Following discussion, determined to not pursue this mechanism as a group however option could be there for individual counties or CA regions. SEW Members will also provide information on other mechanisms they were able to obtain.
- SEDS Cross-Walk: Item deferred to next meeting. It was noted several of the SEDS data sets are older than what can be obtained from respective state agencies and information at the county level is sporadic.

#### Items Continuing:

- Data Repository Workgroup:

Document *Michigan Strategic Prevention Framework (MI SPF) State Epidemiology Workgroup (SEW) Data Repository Workgroup Data Indicator Collection and Reporting Recommendations, February 2008* being recommended for approval at SAC meeting. At conference call in early March, group had identified the desire to discuss what process to use to rank data indicator items for recommendation to SAC. After discussion, determined to rank on scale of 1-5 (1 being high; 5 being low) in terms of 'usefulness relative to work in the substance abuse field.' Current categories will be identified/highlighted so each individual item (bullets) underneath are not ranked in

order to keep process less cumbersome. Will look at having this be an online survey, and participants invited to participate in the process will include SAC, SEW, and Prevention Coordinators. CSPPCs, CEWs, and/or local providers may also participate, at the discretion of Prevention Coordinator in a region. Kori, Joel and John will let other Prevention Coordinators know this will be coming at their meeting. All SEW members were asked to get ideas on potential groupings to Brenda within two weeks, then she and Corrine will work on getting the actual instrument pulled together. Hope to have survey completed and results ready for review by June meeting.

Additional Items/Next Steps:

- Next Steps identified in Action section of minutes.

<b>ACTION</b>			
<p>■ THE ACTION ITEMS ARE SIMILAR TO YOUR TASKS. ALL ACTION ITEMS MUST BE IN LINE WITH THE TPCI MODEL.</p> <p>■ IN THE FIELD "ACTION ITEM" PLEASE DESCRIBE FROM YOUR MEETING WHAT ACTION WILL BE TAKEN. IN THE FIELD "RESPONSIBLE," PLEASE INDICATE WHO IS RESPONSIBLE FOR THAT ACTION. IN THE "DEADLINE" FIELD, PLEASE LIST THE DEADLINE FOR THE ACTION TO BE COMPLETED. IN THE "PROGRESS AND FOLLOW-UP ACTIONS" COLUMN, PLEASE TRACK THESE ACTION ITEMS OVER TIME.</p> <p>■ FOR EACH ITEM YOU LIST, YOU SHOULD DESCRIBE WHAT SHOULD HAPPEN (IN THE "ACTION ITEM" FIELD), &amp; WHAT ACTUALLY HAPPENED, (IN THE "PROGRESS AND FOLLOW-UP" FIELD). ALSO, INDICATE WHEN YOU COMPLETE THE ACTION ITEM.</p>			
<b>ACTION ITEM</b>	<b>RESPONSIBLE</b>	<b>DEADLINE</b>	<b>PROGRESS AND FOLLOW-UP ACTIONS</b>
1. Update on Michigan Youth Tobacco Survey data	Corrine will report information as available	Summer, 2008	
2. Check on possibility of adding adult substance use questions to BRFSS, and/or other options as noted in minutes	Corrine and Lori	Report back March 28 <sup>th</sup> meeting	Report received.
3. Interdepartmental meeting with DOE, LPHA, and ODCP on how to better facilitate connection with CEW activity	Brenda will follow up with Larry and Carolyn	ASAP	On-going. Meeting not yet scheduled.
4. Cross-Walk new SEDS with Data Repository Workgroup document to update gaps	Corrine and Lori	March 28, 2008	Deferred to June meeting.

5. Begin process for ranking usefulness/feasibility of recommendations and gaps in Data Repository Workgroup document	Entire SEW identify process to be used, including format and mechanism	March 28, 2008 meeting (Process initiated)	See body of minutes for process being implemented
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WORKGROUP OVERLAP		
<p>■ PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL AFFECT ANY OTHER WORKGROUP OR CLUSTER.</p> <p>■ LIST ANY DECISION, INFORMATION, POSITION, ETC., THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.</p> <p>■ RECORDS OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.</p>		
OVERLAPPING GROUPS (PLEASE LIST ALL GROUPS)	OVERLAPPING ISSUE	COMMUNICATION STRATEGY AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP
I.G.	Need for Interdepartmental meeting with DOE, LPHA, and ODCP on how to better facilitate connection with CEW activity	Brenda will re-identify need to Carolyn and Larry

RESEARCH & TECHNICAL ASSISTANCE REQUESTS		
<p>■ PLEASE LIST EVERY REQUEST FOR RESEARCH, TRAINING, OR TECHNICAL ASSISTANCE HERE. PLEASE ALSO RECORD ALL ACTIONS TAKEN TO MEET THIS REQUEST. FOR EXAMPLE, YOUR REQUEST FOR RESEARCH MAY BE “NEED RESEARCH ON THE USE OF RISK ASSESSMENTS AT FIA.” THE ACTION ITEM WOULD BE “GATHERING RESEARCH ON RISK ASSESSMENT FROM FIA.” ANOTHER ACTION ITEMS MAY BE “JIM NYE GAVE A PRESENTATION ON THE RISK ASSESSMENTS USED BY FIA.”</p> <p>■ NOTE THE REQUEST FOR RESEARCH IN THE “REQUEST FIELD.” NOTE WHO YOU ARE CONTACTING TO MEET THIS NEED IN THE “TO WHOM” FIELD. NOTE ANY FOLLOW UP ACTION TAKEN IN THE “ACTION TAKEN” FIELD.</p> <p>■ PLEASE BE VERY CLEAR ABOUT WHAT IS NEEDED AND WHAT WAS DONE TO MEET THAT NEED.</p>		
REQUEST	TO WHOM	ACTION TAKEN

NEXT MEETING	
DATE:	JUNE 20, 2008
TIME:	8:30 – 11:00 A.M.
LOCATION:	GENERAL OFFICE BUILDING, DIMONDALE, MI 48821

ANY ADDITIONAL COMMENTS?
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## ATTENDANCE

PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT "YES" IF THE PERSON ATTENDED THE MEETING AND "NO" IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.

MEMBERS' AND GUESTS' NAMES	ORGANIZATION	WORKGROUP AFFILIATION	HERE? Yes/No
Cindy Agle	MRC	Member	No
Amy Murawski/ <b>Kristy Bitterman/Jean Wagerly/_____Tally</b>	Saginaw Co. Dept. of Public Health (P.H.)	Member	Yes
Phil Chvojka	ODCP	Member	No
Jill Worden	Riverhaven CA	Member	No
Garry Goza	MDCH-HIV/STD EPI	Member	No
Marie Hansen	Prevention Network (PN)	Member	Yes
Merrilee Keller	Pathways	Member	No
John Mecomber	Kalamazoo CMH	Member	Yes
Corinne Miller	MDCH- EPI	Member- Chair	Yes
Marci Scalera	Livingston-Washtenaw CA	Member	No
Larry Scott	ODCP	Member- Co-Chair	No
Joel Hoepfner	Mid South	Member	Yes
Brenda Stoneburner	ODCP	Member	Yes
Theresa Webster	SEMCA	Member	No
Herb Winfrey	Connexion, Inc	Member	No
Kori White-Bissot	Lakeshore CA	Member	Yes
Beverly Davenport	DHS	Member	No
Jessica Edwards	PIRE	Consultant	No
Eva Petosky/Linda Woods	Inter Tribal Council	Member	No
Kim Kovalchick	Dept. of Ed.	Member	Yes
Jim O'Neil	Madonna College MDOE	Member	No
Lisa Faulkner	Oakland County Health Div.	Member	No
Tine Laux	Prevention Fellow	Member	No
Pietro Semifero	OHSP	Member	No
Lisa Coleman	Genesee	Guest	No
Lori Cameron	DCH EPI	Guest	Yes